



Douglas B. Foster
Commissioner

TEXAS

DEPARTMENT OF SAVINGS & MORTGAGE LENDING

MORTGAGE BANKER QUESTIONNAIRE

DATE:

SML EXAMINER:

MORTGAGE BANKER:
(COMPANY NAME)

REGISTRATION NO.:

STREET ADDRESS:

CITY, STATE, & ZIP CODE:

Primary Office

1. Office type?

2. Accessible to public?

☐ YES

☐ NO

3. Hours posted?

☐ YES

☐ NO

4. Complaint / Recovery Fund Notice posted?

☐ YES

☐ NO

Company / Branches / RMLOS

5. Number of branch locations?

6. Number of RMLOs employed by the banker?

7. Entity structure (e.g. Corporation, LLC, LP)?

8. Is the entity properly registered with SML?

☐ YES

☐ NO

9. Does the banker operate under any DBA or assumed names? ☐ YES ☐ NO

List any DBA / assumed names:

10. Is the banker licensed in other states? ☐ YES ☐ NO

List each state and state license number:
(attach additional sheet if necessary)

11. Disciplinary action taken against the banker by other states? ☐ YES ☐ NO

Details:

Required Booklets

12. Is there a supply of HUD Settlement Costs booklets on hand? ☐ YES ☐ NO

When is the booklet provided to the borrower?

13. Is there a supply of CHARM booklets on hand? ☐ YES ☐ NO

When is the booklet provided to the borrower?

Reverse Mortgages

14. Do you offer and originate reverse mortgages? ☐ YES ☐ NO

Credit Life Insurance

15. Do you offer any type of credit life insurance? ☐ YES ☐ NO

File Maintenance Procedures

16. Are the final HUD-1s maintained in the loan file? ☐ YES ☐ NO

17. Where are conversation logs retained?

18. What are the disposal procedures for files older than 36 months?

Affiliated Businesses

19. Identify any affiliated businesses by name and license number, if applicable (e.g. title, real estate, hazard insurance, property/casualty insurance, attorney, appraisal, survey, home construction/repair, loan processing, credit counseling, etc.)

Compliance Program

20. Is there a written compliance program? ☐ YES ☐ NO

Copy provided? ☐ YES ☐ NO

21. Is there a designated compliance officer? ☐ YES ☐ NO

Name of compliance officer: _____

22. Are there written compliance procedures? ☐ YES ☐ NO

23. Has the banker developed and implemented a program to comply with FACTA Red Flag Rules? ☐ YES ☐ NO

2ND LIEN LOANS

24. Does the banker originate 2nd lien loans?

☐ YES

☐ NO

Identify loan types (e.g. purchase money piggybank, home equity, HELOC, home improvement):

25. Is the banker licensed with the OCC?

☐ YES

☐ NO

Advertising

26. Does the banker (or its licensed RMLOs) advertise?

☐ YES

☐ NO

Identify types of advertising employed (e.g. internet, newspaper, flyers, real estate book, other):

27. Advertising copies provided?

☐ YES

☐ NO

Lender Capabilities

28. Does the banker have a warehouse line?

☐ YES

☐ NO

With what institution(s)?

Percentage of loans closed through warehouse?

29. Does the banker have any correspondent lending relationships? ☐ YES

☐ NO

With what institution(s)?

Percentage of loans closed through correspondent relationships?

Processing Software

30. What type of processing software is the banker using?

Transaction Log

31. Where is the mortgage transaction log kept?

Records

32. Have any employed RMLOs had any of their files subpoenaed by a law enforcement agency?

☐ YES

☐ NO

If so, details:

Acknowledgement

The undersigned acknowledges that this Mortgage Banker Questionnaire has been received and reviewed by the Mortgage Banker Representative and it accurately reflects the representative's responses.

Mortgage Banker Representative Signature

Date Signed

Examiner Signature

Date Signed